

# **e-PBF / ESC Application User Manual for Institutions**

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## 1. Application Access

e-PBF / ESC Application can be accessed from your web browser through URL [www.esc.esap.online](https://esc.esap.online)

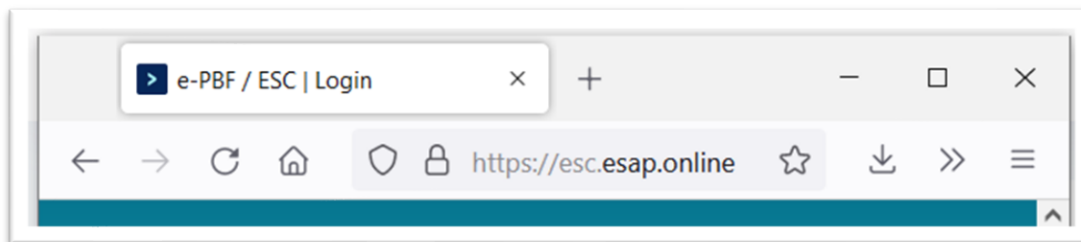


Figure 1-1

Provided that your computer meets all the technical requirements, you will be presented with a login form.

A screenshot of the E-PBF / ESC login page. The page has a teal header with the text 'E-PBF / ESC' and 'ECONOMIC AND SOCIAL COUNCILS' PERFORMANCE BENCHMARKING FRAMEWORK'. Below this are logos for the International Labour Organization and the European Union, with the text 'This project is funded by European Union'. The main content area is light blue and contains the heading 'LOGIN TO GET STARTED'. It features two input fields for 'Username' and 'Password', a 'Lost password?' link, a blue 'Login' button, and a link to 'Download user manual'. The footer contains the text 'Copyright © 2022 ESAP2 | Developed by ENIGMA'.

Figure 1-2

Enter your **Username** and **Password** in corresponding fields, then click on **Login** button. After successful authorization you will be redirected to the application **Dashboard** (more info in section **1.2. Dashboard**).

### 1.1. Lost password?

In case you lost your password click on the **Lost password** link. You will be provided with the field in which you should enter the email address that is related to your e-PBF / ESC user account.

Figure 1-3

After entering your email, click on the **Send** button. In a few minutes check your Inbox, because you will receive an e-mail with automatically generated password. In case you do not receive it in your Inbox, please check your SPAM folder. Please note that this password should be changed after your next login. (For instructions on changing your password, see section **4.2 How to change your password?**).

### 1.2. Dashboard

Application **Dashboard** provides easy access and overview of the application main features, namely:

- Overview of all inputs from your institutions for each of the active reporting periods (name of the reporting period, status of your input, deadline for submission and percentage of completion)
- Quick link for accessing the module Inputs from my Institution (more on this module in the section **2. Inputs from my Institution**)
- Quick link for accessing the module Data Analysis more on this module in the section **3. Data Analysis**)

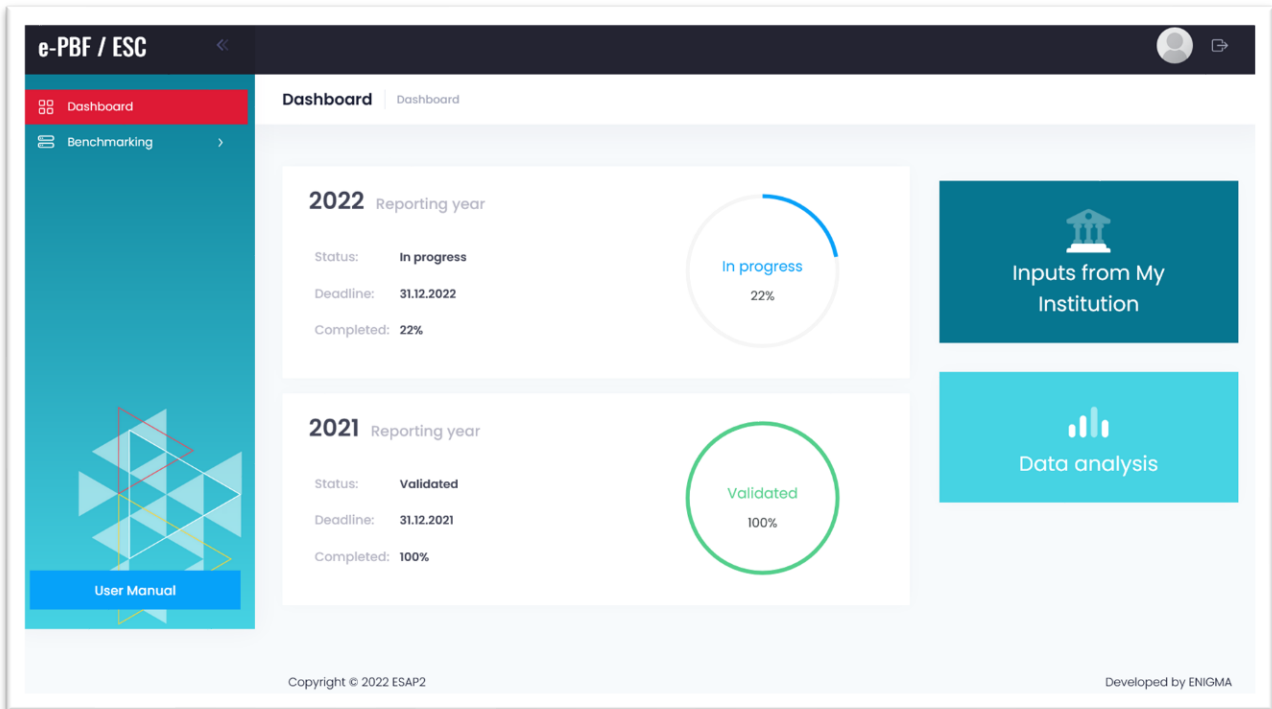


Figure 1-4

## 2. Inputs from My Institutions

This module provides the user all the necessary tools for managing inputs from their institution.

When the administrator activates new reporting period, they will inform the users by sending them an email.



Figure 2-1

## 2.1. Inputs Overview

Inputs Overview subpage presents the inputs for all active reporting periods in form of a table.

Institution	Reporting year	Status	Progress	Action
Economic and Social Council of the Federation of Bosnia and Herzegovina, Bosnia and Herzegovina	2022 01.01.2022 – 31.12.2022	In progress	22%	
Economic and Social Council of the Federation of Bosnia and Herzegovina, Bosnia and Herzegovina	2021 01.01.2021 – 31.12.2021	Validated	100%	

Figure 2-2

Each user has the rights to access only those inputs that relate to the institution the user is coming from.

The **Status** column indicates the status of the corresponding Input – the possible values are **In Progress**, **Submitted**, **Validated** and **Change Requested**. Status In Progress indicates that the user is working on entering the data. Once this process is completed, the user will **submit** their input to the administrator for review. Administrator can either **validate** the input or **request the change**. Each of these actions are indicated by the change of the input's status.

## 2.2. How to enter data/input from my institution?

To edit the input, you can either click on the title of the institutions, or on the corresponding pencil icon in the **Action** column. You will be provided with input modification form.

**Inputs from Institutions: Item modification** | Dashboard - Inputs from Institutions - Item modification | **Save** **Submit** x Close

Institution: Economic and Social Council of the Federation of Bosnia and Herzegovina, Bosnia and Her | Reporting year: 2022 | **Change →**

In progress | Percent Completed: 22% | **2022 Target** | **2022 Actual value**

▼ **Krajnji rezultat (ishod) 1: Povećani kapaciteti SDI-jeva za postizanje konsenzusa**

1.1	EN	Broj sklopljenih socijalnih paktova, trilateralnih ugovora i usaglašenih mišljenja koji su ispregovarani unutar SDI-jeva na području FBiH	15	8
▼				
1.1.1	EN	Broj sporazuma, kolektivnih ugovora, zajedničkih izjava i bilateralnih ugovora koji su sklopljeni između socijalnih partnera u okviru SDI i relevantnih organa vlasti van okvira SDI-jeva na području FBiH	22	20
1.1.2	EN	Broj zvaničnih i nezvaničnih sastanaka socijalnih partnera (članova SDI) s resornim	18	15

Figure 2-3

This form contains the list of all the indicators (grouped by outcomes and intermediate outcomes). The title of the indicator is given in your local language. You are also able to see the title of the indicator in English, by hovering the **EN** circle/badge. For each of the indicators, there is a possibility to enter **Target** and **Actual Value**, by clicking and typing in the corresponding text input field.

Once you are done with entering data, you should click on **Save** button. In case you don't want to save your changes, just click on **Close**. Please note that this action will not submit your input for review to the administration – it will only save your work progress. Your progress will be indicated as percentage of completion.

### 2.3. How to submit the data/input from my institution to the administrator for review?

If you want to submit your data for review, open the input modification form. Click on the **Submit** button. You will be prompted with confirmation dialog.

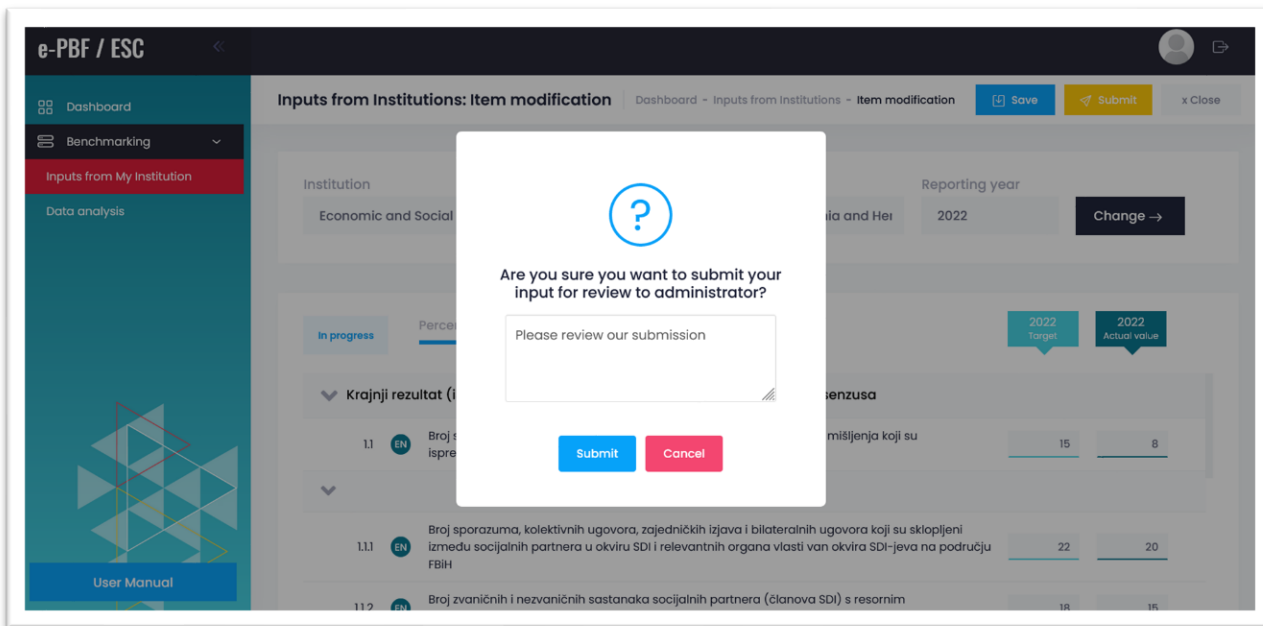

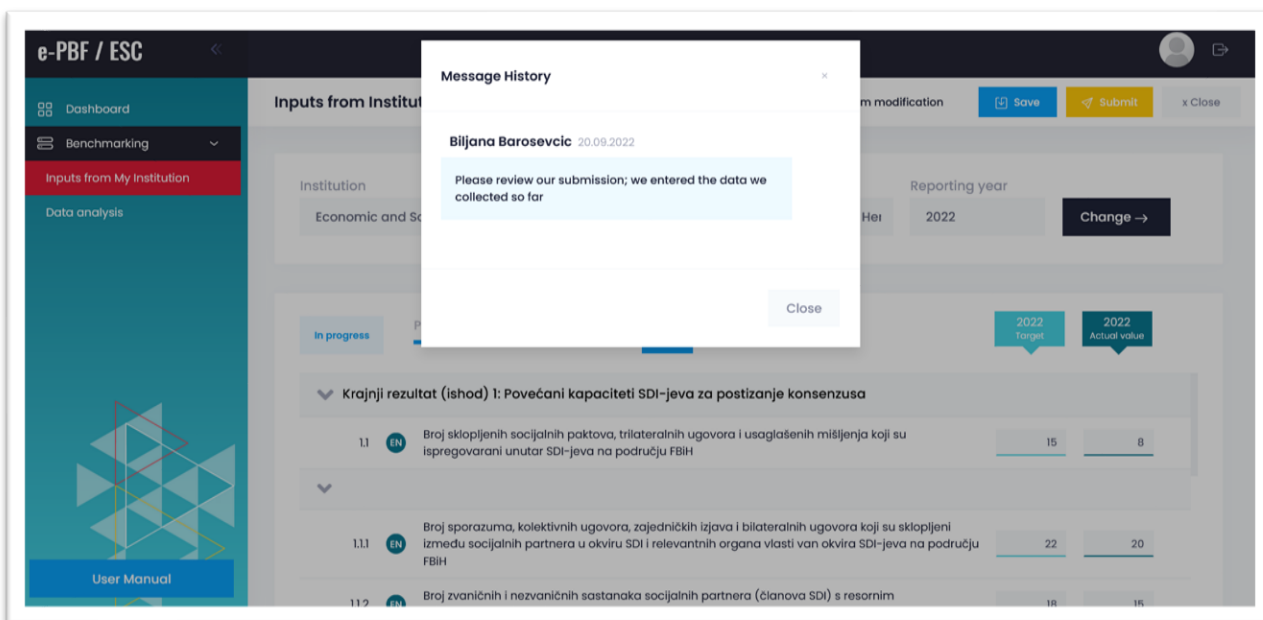


Figure 2-4

Besides clicking **Yes** (to confirm your action) or **No** (to cancel it), you are able to change the custom message that will be received by the administrator in the automatically generated e-mail notification they will receive upon your submission.

All the correspondence between the users (institutions and administrator) can be seen in message history window that is available by clicking on the  icon found in the input modification form.





Once the administrator reviews your input, they will either **Request change** or, they will **Validate** your input. In either case you will receive an e-mail notification about the administrator's decision.



Figure 2-5



Figure 2-6

Please note that only validated inputs are visible to other institutions through Data Analysis module.

### 3. Data Analysis

This module contains the tools for data analysis and export. This module enables users to get cross-referenced data for each of the active indicators by relevant data dimensions such as institution and reporting year/period. User are able to see longitudinal charts: same institution over years; cross-sectional: different institutions on the same year; and cross-sectional longitudinal: different institutions over years. The data analysis feature shows data in three formats – table, bar chart and line chart. The module also provides tools for exporting the shown data in XLS and PDF formats.

#### 3.1. How to see data for an indicator

Open the Data Analysis module.

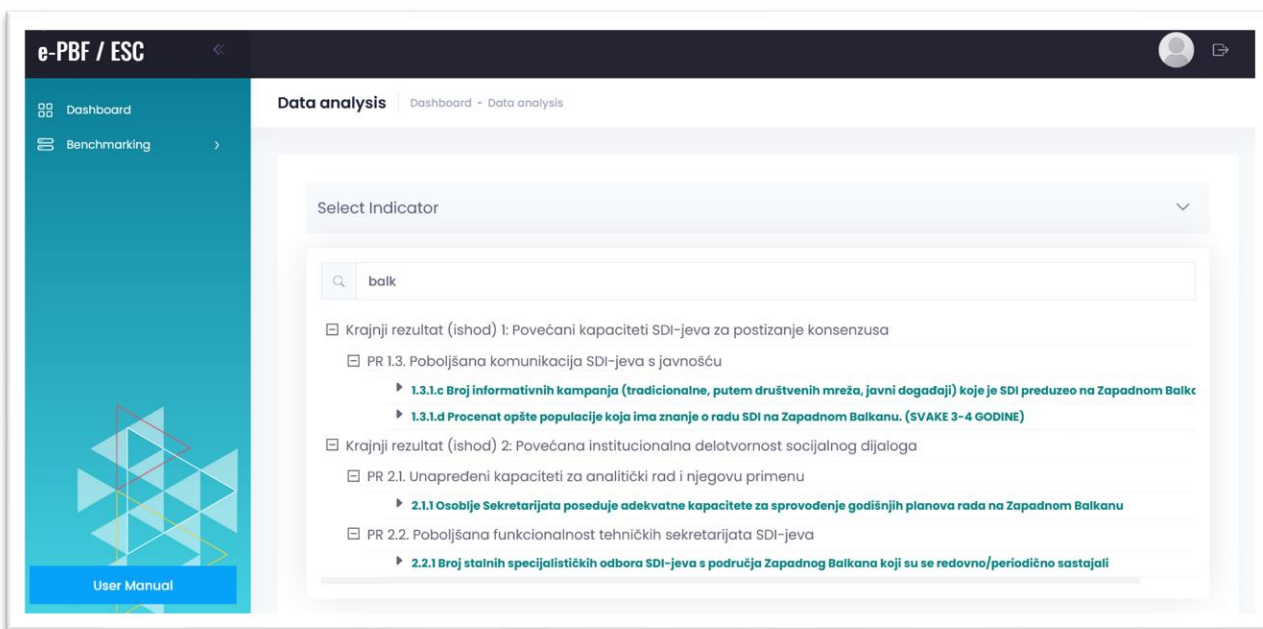


Figure 3-1

Form the searchable tree-view list of the available indicators, click on the title of the indicator. You will be provided with the table.



Figure 3-2

This table contains the **Target**, **Actual Value** and (automatically calculated) **Difference**, for all the institutions and all active reporting periods. The text **n/a** indicates that the corresponding data is not available – either the indicator is not applicable for the institutions/reporting period, or the data from the institution/reporting period is still not submitted and/or validated by the administrator.

### 3.2. How to change the data display format?




If you want to see the data in bar chart format, click on the  icon in the toolbar that is present below the title of the indicator or line chart format. The data display format will change. If you want to see the data in line chart format, click on the  icon in the same toolbar. If you want to revert to table view, click on the  icon.



Figure 3-3

### 3.3. How to filter the data?

If you want to filter the data, click on the icon in the toolbar that is present below the title of the indicator. You will be provided with three filters that allow you to select one/several/all institutions, one/several/all reporting periods and/or target/actual/difference value. Combination of these filter will result in visibility of values in table and charts.

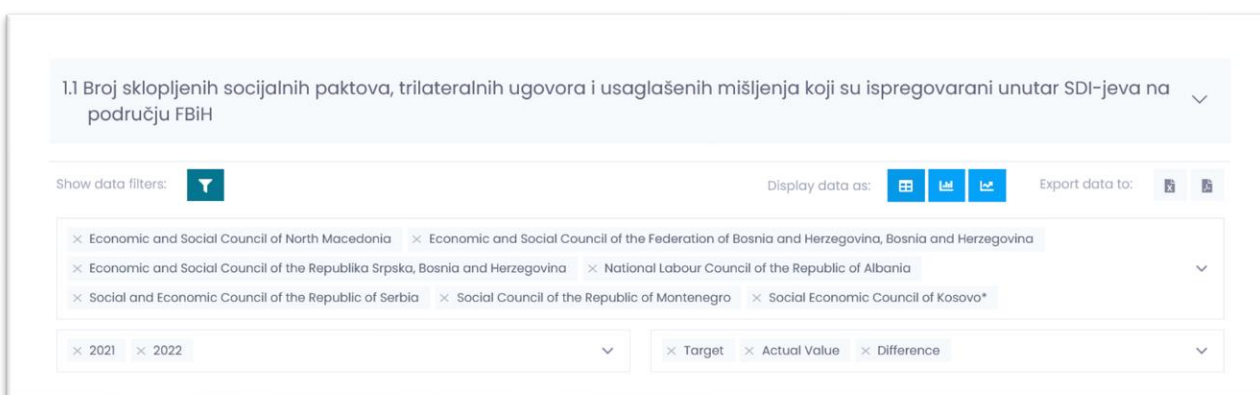


Figure 3-4

### 3.4. How to export data?

You are able to export data in XLS and PDF formats by clicking on the or icon in the toolbar that is present below the title of the indicator. Clicking on the icon will result in generating a

document/file that will be either downloaded (to your default downloads folder) or opened in your browser – depending on your computer settings.

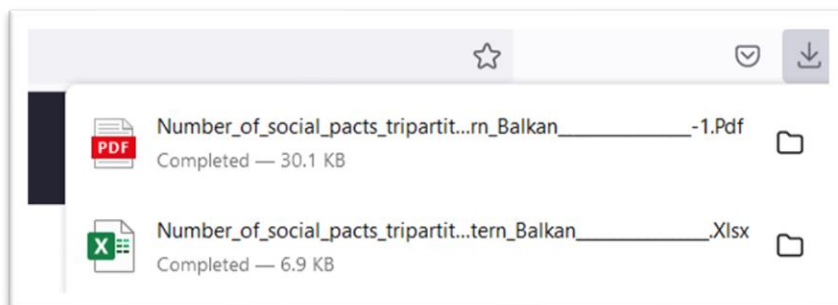


Figure 3-5

## 4. Profile Management

### 4.1. How to change your profile info?

If you want to change your profile information, click on user profile thumbnail at the top right corner of the screen. User menu will open.

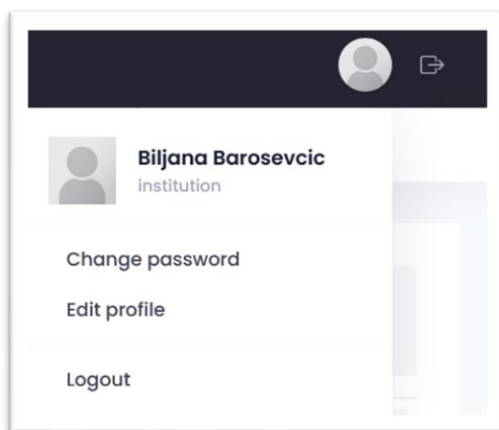


Figure 4-1

Click on **Edit profile** link. User profile management form will open.

Figure 4-2

Here you can change your profile information – **Name**, **E-mail** and **Photo**. You can also change the **Language** of the application interface. After you are done with changes, click on **Save** button.

#### 4.2. How to change your password?

If you want to change your password, click on user profile thumbnail at the top right corner of the screen. User menu will open. Click on **Change password** link. Password management form will open.

Figure 4-3

First you must enter your **Current password**, than you should enter the **New password** twice. The password should contain minimum eight characters, at least one uppercase letter, one lowercase letter, one number and one special character (special character are @\$!%\*#?&).

After you are done with changes, click on **Save** button.

#### 4.3 How to logout from the application?

If you want to logout from the application click on user profile thumbnail at the top right corner of the screen. User menu will open. Click on **Logout** link. You will be prompted to confirm your action. Click on **Yes** button.

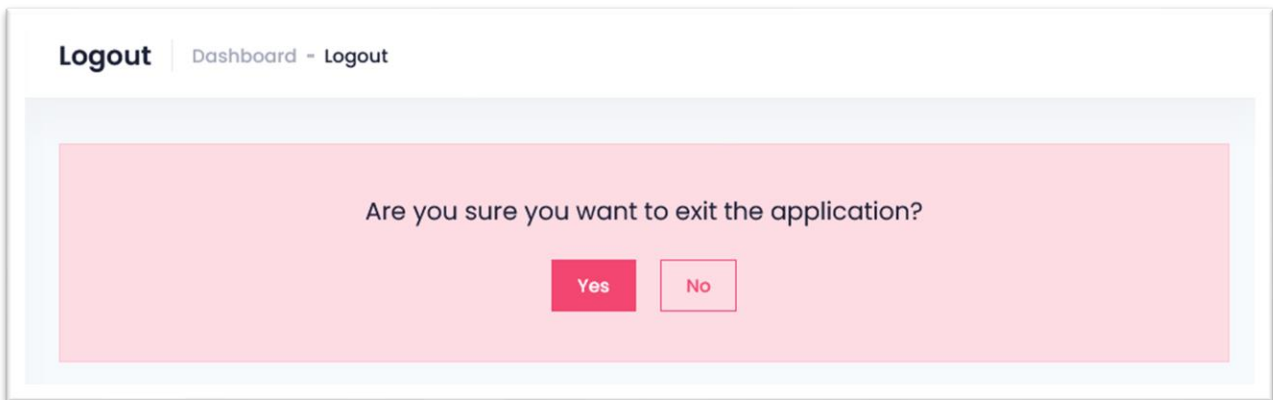


Figure 4-4